

Governor
Joe Lombardo

Executive Director
Sandra Anderson



RECRUITMENT

Compliance Inspector I

Full-time, Unclassified Position

Open Competitive: Open Until Recruitment Need is Satisfied

Posted: May 24, 2023

The Nevada State Board of Massage Therapy is seeking qualified applicants for the position of Compliance Inspector I. This is the entry level Compliance Inspector position in the series.

Recruitment:

This is a competitive recruitment, open to all qualified applicants.

Position Responsibilities:

The Compliance Inspector I reports to the Compliance Investigator of the Nevada State Board of Massage Therapy. This position will perform sanitation inspections at massage establishments throughout Southern Nevada, issue non-compliance citations, write reports, assist the Compliance Investigator with investigations and perform other administrative tasks as needed. Candidate abilities should include:

- Ability to work independently.
- Provide excellent customer service to licensees, establishment owners and spa personnel.
- Ability to write clear and concise reports.
- Communicate effectively both orally and in writing.
- Interpret and explain sections of NRS 640C and NAC 640C to the public and licensees.
- Competency in Microsoft Office including Outlook, Excel and Word.
- Ability to compile statistics and reports.
- Some night and weekend work may be necessary.
- Inspection experience preferred but not required.

Approximate pay \$22.03 hourly or \$45,822.40 employee/employer paid retirement plus benefits:

Hourly rate reflects retirement (PERS) contributions by both the employee and employer. An employer paid contribution plan is available with a reduced hourly rate of \$19.21 or \$39,956.68 annually.

Benefits:

The Nevada State Board of Massage Therapists offers a wide range of benefits including participation in the Public Employees Retirement System (PERS), participation in the Public Employees Benefit System (PEBP) which offers health, vision, dental, life and disability insurance programs; 12 paid holidays, 120 hours of paid sick leave accruable per year and 120 hours of paid vacation accruable per year.

Minimum Qualifications:

Must have a valid Nevada Driver's License. CLEAR Basic certification (individuals without CLEAR Basic certification will have 12 months from hire to obtain certification). Previous clerical or customer service experience. Typing speed of 45 words per minute and proficiency operating Excel, Word, and Outlook. Massage industry experience is preferred.

To Apply:

Submit a resume and cover letter to:

Nevada State Board of Massage Therapy
Attn: Christy Brunner
1755 E. Plumb Lane, Suite 252
Reno, NV 89502

Or via email to cbrunner@lmt.nv.gov (in the subject line please reference Compliance Inspector I) Resumes will be accepted until the position has been filled.

The Nevada State Board of Massage Therapy is an Equal Opportunity Employer.